

AMC LEADERS AND SOLDIERS:

MILPER MESSAGE NUMBER : 02-114 TAPC-MSR PROCESSING NCO-ERS WITH GAPS IN REPORTING PERIODS (UPDATE)

1. THIS MILPER MESSAGE WILL EXPIRE NLT 4 MAR 04.

2. REF. AR 623-205.

3. THIS MESSAGE ANNOUNCES PROCEDURAL CHANGES IN THE PROCESSING OF NCO-ERs THAT ARE RECEIVED AT THE U.S. ARMY ENLISTED RECORDS AND EVALUATION CENTER (EREC) WITH GAPS IN THE REPORTING PERIOD. A GAP IN REPORTING PERIOD IS WHEN THE FROM DATE OF THE REPORT RECEIVED IS NOT THE MONTH AFTER THE END DATE OF THE LAST REPORT ON FILE. THIS USUALLY MEANS THAT THERE IS A REPORT MISSING FROM THE FILE. IN THE PAST, EREC WOULD NOT PROCESS ANY SUBSEQUENT REPORTS UNTIL ALL REPORT PERIOD GAPS WERE RESOLVED AND THE RECORD REFLECTS CONSECUTIVE RATING PERIODS. EFFECTIVE WITH REPORTS ENDING IN MARCH 2002 AND LATER, THE FOLLOWING PROCEDURES WILL APPLY AND THEY INCLUDE A NEW REQUIREMENT IN THE PREPARATION OF NCO-ERs AT THE UNIT LEVEL. THIS APPLIES ONLY TO ACTIVE ARMY REPORTS PROCESSED AT EREC.

A. ALL NCO-ERs WITH THRU/END DATE OF MARCH 2002 AND LATER MUST CONTAIN THE AKO EMAIL ADDRESS OF THE RATED NCO AND THE RATING OFFICIALS. THE EMAIL ADDRESS FOR THE RATED NCO WILL BE ENTERED ON THE SAME LINE AS THE RATED NCO's NAME ON THE TOP BACK SIDE (PAGE 2) OF THE NCO-ER. AFTER THE NAME (IN ALL CAPS), MOVE FOUR SPACES AND TYPE THE RATED NCO's EMAIL ADDRESS. FOR EXAMPLE: TASMANIAN, DEVIL POODLE devil.p.tasmanian@. SINCE THE LAST PORTION OF ALL AKO EMAIL ADDRESSES ARE THE SAME, THE ONLY PORTION TO BE ENTERED ON THE NCO-ER IS THAT PORTION UP TO THE @ SIGN. THE LAST PORTION OF THE AKO EMAIL ADDRESS (US.ARMY.MIL) WILL NOT BE ENTERED ON THE NCO-ER. THE EMAIL ADDRESSES FOR ALL THREE RATING OFFICIALS WILL BE ENTERED ON THE LAST LINE OF PART IIId (AREAS OF SPECIAL EMPHASIS). THE DATA WILL BE ENTERED IN THE FOLLOWING MANNER: Rater: andrew.crocodile@. S/R: bobby.meddler@bragg.army.mil; Rev: daryl.seeme@bragg.army.mil. ONLY ONE SPACE IS NECESSARY BETWEEN ADDRESSES. THE UNIT S1 AND/OR LOCAL/SUPPORTING PSB WILL MONITOR COMPLETED NCO-ERs TO ENSURE COMPLIANCE WITH THIS MESSAGE.

B. WHEN REPORTS ARE RECEIVED AT EREC WITH A GAP IN THE REPORTING PERIOD, THE SUBMITTED NCO-ER WILL BE ACCEPTED FOR PROCESSING/FILING. HOWEVER, AN EMAIL WILL BE PREPARED AND DISPATCHED TO THE RATED NCO AND THE RATING OFFICIALS NOTIFYING THEM OF THE GAP/MISSING REPORT. IT WILL INFORM THE RATED NCO AND RATING OFFICIALS THAT ALTHOUGH THE REPORT HAS BEEN ACCEPTED FOR PROCESSING, THERE IS A DISCREPANCY IN THE REPORT PERIOD BASED ON THE END DATE OF THE LAST REPORT ON FILE. THE EMAIL WILL ESTABLISH A SUSPENSE OF 30 DAYS FOR THE RATED NCO/RATING OFFICIALS TO RESOLVE THE DISCREPANCY. IF NO RESPONSE IS RECEIVED WITHIN 30 DAYS, A SECOND EMAIL WILL BE PREPARED BUT THIS TIME TO THE INSTALLATION CSM. IT WILL INFORM THE CSM OF THE PREVIOUS EMAIL AND THE COMMAND'S FAILURE TO RESPOND WITHIN THE ESTABLISHED SUSPENSE. THIS EMAIL WILL GRANT AN ADDITIONAL 30 DAYS TO RESOLVE THE REPORT PERIOD GAP. IF IT IS NOT RESOLVED WITHIN 30 DAYS AFTER THE 2D EMAIL NOTIFICATION, THE PERIOD OF THE GAP WILL BE DECLARED NON-RATED TIME ON THE

RATED NCO'S OMPF AND NO FURTHER ATTEMPTS TO RESOLVE THE DISCREPANCY WILL BE MADE. HOWEVER, THE LAST REPORT WILL REMAIN ON FILE IN THE OMPF.

4. DIRECT QUESTIONS REGARDING NCO-ER POLICY TO SGM EVERETTE, EVALUATION SYSTEMS OFFICE AT DSN 221-8009, CML (703)-325-8009, OR ANTHONY.EVERETTE@HOFFMAN.ARMY. MIL. DIRECT QUESTIONS REGARDING NCO-ER PROCESSING TO MSG ADAMS, EREC, AT DSN 699-3696, CML (317)510-3696.